

SiteManager **Training Manual**



Module B
Chapter 6

Daily Work Reports (+)
Contract Item – DWR Template

Section B-6-1

Associating a DWR Template to a Contract Line Item

Student's Version

Indiana Department of Transportation
September 2007, Version 3.7b

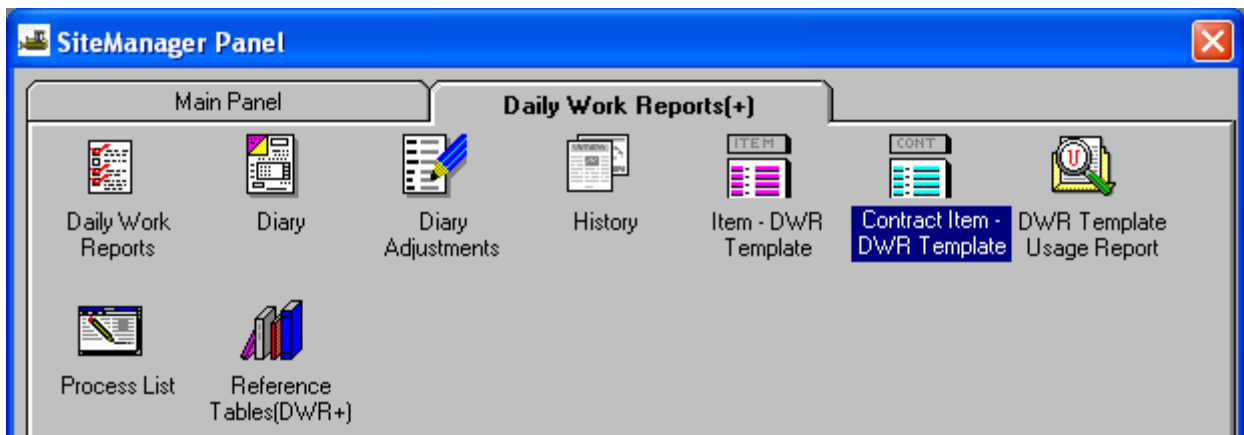
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Associating a DWR Template to a Contract Line Item

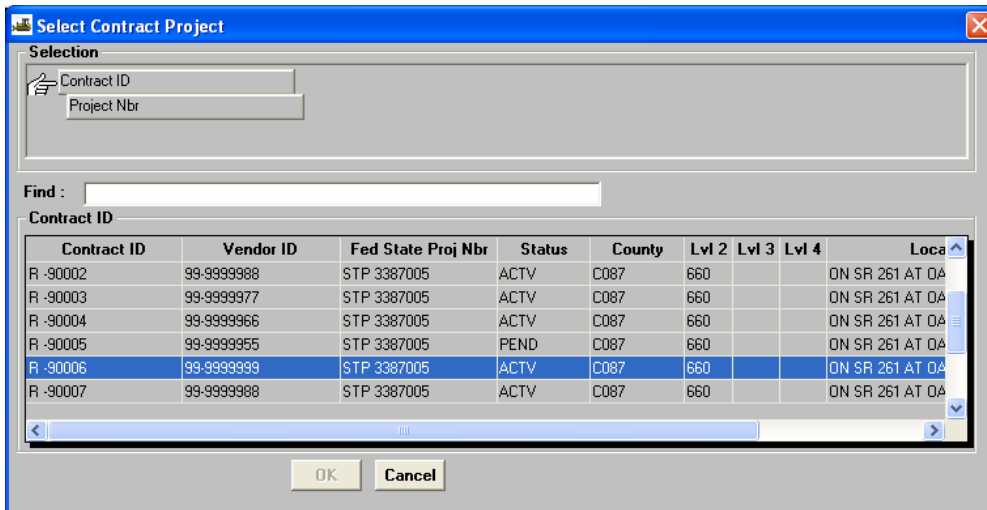
This section will explain how to attach a DWR template to a contract line item.



From the Main Panel, “double-click” on **Daily Work Reports (+)** icon.



“Double-click” on **Contract Item-DWR Template** icon.



The Select Contract Project window appears.

The Bottom Panel contains the following columns:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** the **Vendor ID** is the INDOT assigned identification number for the Prime Contractor.
- **Fed State Proj Nbr:** the **Fed State Proj Nbr** is the unique identifier for the project.
- **Status:** the **Status** column indicates current status of the project, Active, Pending, Complete, or Archived.
- **County:** the **County** column shows the county where the majority of the work is located.
- **Lvl 2:** The **Lvl 2** column shows the District office administering the contract.
- **Lvl 3:** The **Lvl 3** column is not utilized by INDOT.
- **Lvl 4:** The **Lvl 4** column is not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column contains the description of the actual limits of the contract.

“Double-click” on the appropriate **Contract ID**.

Select Contract Project

Selection

Contract ID: R-90006

Project Nbr:

Find:

Project Nbr

PCN	Fed State/Prov Prj Nbr	Description
9620710	3387005	INTERSECTION IMPROVEMENT
982071A	3387005	TRAFFIC SIGNAL MODERNIZATION

OK Cancel

- **Description: Description** is the Project Title.

“Double-click” on the appropriate **PCN** (Project Number).

Contract Item - DWR Template Association

ContractID: R-90006 Project: 9620710

Item Code	Item Short Description	Category Num	Project Line Num	Last Chg Year	Unit Sys Indicator	Spec Year	Bid Quantity	Unit Price	Status Type	Supp Desc
INDOT										
802-76055	SIGN POST, A	0001	0057	1995	M	1995	3.000	36.00000	ACTV	
808-05866	PAVEMENT MESSAGE MARKING, REMOVE	0001	0077	1995	M	1995	9.000	30.00000	ACTV	
808-06703	LINE, THERMOPLASTIC, SOLID, WHITE, 10	0001	0078	1995	M	1995	1731.000	0.88000	ACTV	
808-06716	LINE, REMOVE	0001	0079	1995	M	1995	1650.000	0.92000	ACTV	

Templates List:

Template ID	Templt Desc
GenEntm2	General Entry m2
PMMRM	Pavement Message Markings Remove Metric

Associated Templates:

Active	Template ID	Description
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Buttons: Add -, Add All ->>, <- Remove, <<- Rem All

The Contract Item-DWR Template Association window will appear containing the following information:

The upper panel contains the following columns:

- **Item Code:** Item Code is the INDOT code that identifies the work item.
- **Item Short Description:** Item Short Description is the title of the work item.
- **Category Num:** Category Num is not utilized by INDOT. The default setting is 0001.
- **Line Item Num:** Line Item Num is the Contract Line Item Number as it appears in the contract or bid proposal.
- **Last Chg Year:** Last Chg Year is the specification year for the last specification changes to the Item Code.
- **Unit Sys Indicator:** Unit Sys Indicator is the code indicating whether the measurement system for the item is English or Metric (SI).
- **Spec Year:** Spec Year is the Specification in which the item appears.
- **Bid Quantity:** Bid Quantity is the proposed or bid quantity of work for the line item in the contract
- **Unit Price:** Unit Price is the contracted price for the Line Item from the contract.
- **Status Type:** Status Type is an indicator block identifying if the line item is Active, Pending, or Final.
- **Supplemental Description 1:** Supplemental Description 1 is an additional description of the Line Item.
- **Supplemental Description 2:** Supplemental Description 2 is an additional description of the Line Item.

AASHTO SiteManager

File Services Window Help

Contract Item - DWR Template Association

ContractID: R-90006 Project: 9620710

Item Code	Item Short Description	Category Item	Project Line Item	Last Chg Year	Unit Sys Indicator	Spec Bid Quantity	Unit Price	Status	Supp
INDOT									
802-76055	SIGN POST, A	0001	0057	1995	M	1995 3.000	36.00000	ACTV	
808-05866	PAVEMENT MESSAGE MARKING, REMOVE	0001	0077	1995	M	1995 9.000	30.00000	ACTV	
808-06703	LINE, THERMOPLASTIC, SOLID, WHITE, 10	0001	0078	1995	M	1995 1731.000	0.88000	ACTV	
808-06716	LINE, REMOVE	0001	0079	1995	M	1995 1650.000	0.92000	ACTV	

Templates List:

Template ID	Templt Desc
GenEntm2	General Entry m2
PMMRM	Pavement Message Markings Remove Metric

Associated Templates:

Active	Template ID	Description
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Buttons: Add ->, Add All ->>, <- Remove, <<- Rem All

“Click” on the appropriate **Item Code** located in the top panel. Notice the templates that have been associated with this line item appear in the **Templates List** box.

The lower left panel contains a list of templates available for association to the selected **Item Code**.

The lower right panel contains a list of templates already associated to the **Item Code**.

Both Panels contain columns entitled:

- **Template ID:** **Template ID** is a unique identifier for the template
- **Template Description:** **Template Description** is a description or name for the Template.

“Click” on the appropriate **Template ID** shown in the **Template List: Box**. Next, “click” the **Add** button.

Notice, the **Template ID** that is chosen is moved to the **Associated Templates** box. If the check box in the Active column is checked, then the template will be used in the DWR’s for the given line item. If it is not checked, the template can not be used in the DWR’s.

Contract Item - DWR Template Association

ContractID: R-90006 Project: 9620710

Item Code	Item Short Description	Category Item	Project Line Item	Last Chg Year	Unit Sys Indicator	Spec Year	Bid Quantity	Unit Price	Status	Sup Type	Sup Des
INDOT											
802-76055	SIGN POST, A	0001	0057	1995	M	1995	3.000	36.00000	ACTV		
808-05866	PAVEMENT MESSAGE MARKING, REMOVE	0001	0077	1995	M	1995	9.000	30.00000	ACTV		
808-06703	LINE, THERMOPLASTIC, SOLID, WHITE, 10	0001	0078	1995	M	1995	1731.000	0.88000	ACTV		
808-06716	LINE, REMOVE	0001	0079	1995	M	1995	1650.000	0.92000	ACTV		

Templates List:

Template ID	Templt Desc

Associated Templates:

Active	Template ID	Description
<input checked="" type="checkbox"/>	GenEntm2	General Entry m2
<input checked="" type="checkbox"/>	PMMRM	Pavement Message Markings Remove

Buttons: Add ->, Add All ->>, <- Remove, <<- Rem All

A template can be removed from the **Associated Templates:** box by “clicking” the **Template ID** in the Associated Templates box and “clicking” the **Remove** button.

NOTE: Templates cannot be removed if they have already been used in a Daily Work Report.

Contract Item - DWR Template Association

ContractID: R-90006 Project: 9620710

Item Code	Item Short Description	Category Item	Project Line Item	Last Chg Year	Unit Sys Indicator	Spec Year	Bid Quantity	Unit Price	Status	Sup Type	Sup Des
INDOT											
802-76055	SIGN POST, A	0001	0057	1995	M	1995	3.000	36.00000	ACTV		
808-05866	PAVEMENT MESSAGE MARKING, REMOVE	0001	0077	1995	M	1995	9.000	30.00000	ACTV		
808-06703	LINE, THERMOPLASTIC, SOLID, WHITE, 10	0001	0078	1995	M	1995	1731.000	0.88000	ACTV		
808-06716	LINE, REMOVE	0001	0079	1995	M	1995	1650.000	0.92000	ACTV		

Templates List:

Template ID	Templt Desc
PMMRM	Pavement Message Markings Remove Metric

Associated Templates:

Active	Template ID	Description
<input checked="" type="checkbox"/>	GenEntm2	General Entry m2

Buttons: Add ->, Add All ->>, <- Remove, <<- Rem All

Notice the Template ID moved back to the Templates List box.

“Click” the **Save**  button located on the Toolbar.

“Click: the **Close**  button located on the toolbar.

Associating a DWR Template to a Line Item

Exercise B-6-1-T Group Exercise

Log into SiteManager as update
Password pass

Navigate from the **Main Panel**:

“Double-Click” on **Daily Work Reports (+)**

“Double-Click” on **Contract Item – DWR Template**

Contract ID:	Double-click	<u>R -90002</u>
PCN:	Double-click	<u>9620710</u>
Project Line Num:	Click	<u>0018</u>

Select from the **Templates List: Template Desc:** General Entry Metric MG

“Click” **Add** button

Select from the **Templates List: Template Desc:** HMA 402 Metric

“Click” **Add** button

“Click” on **Save** located on the Toolbar

“Click” on **Close** located on the Toolbar